



Cover Letter for Internal Position

July 1, 2016

{recipientName:first} {recipientName:last}
{positionOf}
Majestic Company
123 Midway Drive,
Mega City, NY 42311

Dear {recipientName:prefix} {recipientName:last},
Greetings!

I am writing to you this letter with my intent to submit my application for the {positionApplied} position. I am very much excited in taking this role and would be happy if my application would be given consideration.

I have had the pleasure of working with the company as {currentPosition}. {provideDetails}
{doYou8}

Attached herewith is my resume for your reference.

I am grateful for your consideration and will be looking forward to discuss this opportunity of promotion with you at your convenience. If there is any information that I may provide in order to support my candidacy for this promotion, please let me know.

Sincerely,

Gaby Magill